

# CHAPTER 3

## OPERATIONS AND READINESS

### LEARNING OBJECTIVES

Upon completing this chapter, you should be able to do the following:

1. Describe mine production and processing.
2. Describe special reports on incidents that could affect the status of your command.
3. Describe the minimum training required for mine assembly.
4. Describe preparations for command inspections.

Mine readiness requires special emphasis on advance planning, personnel training, capability for fast deployment of personnel, development of new and better tactics for minelaying in hostile environments, pre-positioning of mines, continued collection of intelligence, and research and development of new or improved mines.

In addition, operational mines must be maintained in an assembly configuration that permits rapid upgrade and delivery to the laying vehicle. Mines must be ready for those areas in which potential mining requirements exist and for other contingencies that may arise.

This chapter presents only some of the procedures and requirements necessary for a Mobile Mine Assembly Group (MOMAG) activity to maintain an acceptable readiness status. These topics include mine production and processing, uniform mine warfare planning system, reports, mine assembly training, and naval command inspection programs.

For further information on these subjects, refer to the recommended reading list at the end of this chapter.

### MINE PRODUCTION AND PROCESSING

The most important aspect of a MOMAG activity is its capability to support mine assembly and

production operations. Preplanned events must occur and be properly integrated to ensure a smooth and efficient flow of material.

This section discusses (1) work simplification and flow plans, and (2) work orders.

### WORK SIMPLIFICATION AND FLOW PLANS

The concept of work simplification has resulted in the development of vastly improved techniques in maintenance and mine assembly. These improvements have enabled MOMAG activities to accomplish the following:

- Improve basic procedures
- Reduce personnel errors and fatigue
- Decrease mine assembly time significantly
- Simplify documentation requirements and procedures
- Increase the quality and the type of the required subassembled components

Each MOMAG activity is required to develop and maintain a standard flow plan for the processing and production of mines and mine material. *Standard Production and Processing for Mines*, COMOMAG-INST 8550.12, provides basic guidance and examples

for developing a standard flow plan. In addition, it provides the standardized assembly, final preparation, and surface launch rates.

A flow plan concerning mine production and processing should include, as a minimum, the following items:

- Personnel assignments
- Administrative upgrade requirements
- Functional organization chart for upgrading weapons
- Material-handling equipment (MHE) and civil engineering support equipment (CESE) requirements

The development of flow plans will not ensure that an activity is capable of producing the mines required to support mine warfare operational plans (OPLANs). To examine a MOMAG activity's readiness and realistic response capability for possible mining requirements, each MOMAG activity must conduct a quarterly readiness assessment.

This assessment will use sufficient assets to sustain peak weapon assembly proficiency for all weapon types maintained on board and/or weapon types the unit or the detachment has the capability to assemble. Although two readiness assessments per year may be walk-through evolutions to examine and evaluate new ideas or changes in assembly flow-process plans, one readiness assessment each year must be of sufficient magnitude to exercise and verify assembly line resupply procedures.

Emphasis is placed on weapon reliability, with safety being paramount during all evolutions. Reliability is of primary importance during quarterly readiness assessments. A post analysis will be performed, with the results used by the commanding officer or officer-in-charge to evaluate and correct any assembly errors.

For the basic procedures to be followed during an upgrade exercise, refer to *Reporting of Mine Assembly Capability and Readiness Status*, COMOMAG/MOMAGINST 3501.1.

## **WORK ORDERS**

The establishment of a uniform procedure for assigning and monitoring scheduled and unscheduled workload requirements is essential to the successful coordination and management of MOMAG activities. Utilization of the work order system facilitates a

coordinated production effort, based on workload scheduling, and greatly enhances the logistics management effort necessary to maintain accurate inventory control of mine material.

Each MOMAG activity is required to establish a quarterly work order system for use with the quarterly workload schedules. The basic procedures to be followed for initiating and processing work orders are contained in *Standard Procedures for Initiating and Processing Work Orders*, COMOMAGINST 4850.1. Responsibility for the final review and acceptance of completed work orders lies solely with the commanding officer or officer-in-charge.

## **UNIFORM MINE WARFARE PLANNING SYSTEM**

The planning of an operation involves a great deal more than just designing the end product. Planning for a minefield is even more involved. The designer's efforts are dwarfed by the actions of the overall planning and scheduling involved in the total aspect of a minefield; still, the minefield design is the core of the plan. If the design is not adequate, the whole operation may be a waste of time, money, and assets. It is also true that if the design is excessive, the operation will be too costly in assets and logistics. It is for these reasons that the Uniform Mine Warfare Planning System (UMWPS) was designed.

Under the UMWPS, the world has been subdivided into minefield planning folder areas. Each area has been assigned a numerical designation, as outlined in *Minefield Planning Folder*, MFPPF 00. Several types of mine warfare publications have been developed by the Commander, Mine Warfare Command (COMINEWARCOM) to aid in mine warfare operations. One such publication is *Mine Setting Sheet Folder* (MSSF). MSSFs are issued for the Atlantic, Pacific, and European areas. Each MSSF, which is produced to aid mine assembly activities, contains computer-printed mine-setting sheets (MSSs) for specific geographical areas. The MSSs list the types of mines, the quantity of mines, and the operational settings for specific minefields within the geographical area.

In conjunction with MSSs, all mines consigned for combat use are assigned mine control numbers (MCNs), which are designators that comprise (1) a minefield number (four digits), (2) a minefield segment designator (an alpha character), and (3) a mine case number (one to four digits). Among other

things, MCNs reflect that all mines in a minefield are not identical. Generally, more than one type of mine (mark and mod) is specified. Also, operational settings, even among mines of like mark and mod, may have purposeful differences. The control numbers index such operational knowledge. The numbers are derived with reference to MFPEs, which locate the minefield and segment and list the mark and mod, the operational assembly (OA), the operational settings, and other operational mine data. During mine assembly procedures, the assigned MCN is stenciled on each mine case in accordance with applicable assembly publications.

Additional information concerning UMWPS and related publications is contained in *Mining Operations*, NWP 27-4.

## REPORTS

Situations will arise at times that require the submission of special reports on items of significance that could affect the status of your command. The reports discussed in this section are not meant to be all-inclusive, as certain occurrences, events, and situations are exempt from these requirements. Be sure that you check all current instructions for specific guidance concerning reports before you submit them.

A mishap involving a serious impact on a command's combat readiness posture or peacetime missions capability may require special reports with or in lieu of other reports. As a Mineman, you will be concerned with two special incident reports: OPREP-3 reports and situation reports. For further assistance in completing special incident reports, refer to Special Incident Reporting, OPNAVINST 3100.6. Two other reports with which you should be familiar are casualty reports and status of resources and training system reports. This section gives a brief overview of these reports.

Operational reports are the main channel of information from the operating forces to the Chief of Naval Operations (CNO). They provide for comprehensive reviews of the dynamic aspects of naval warfare. The following items are among the many uses for data produced by the system:

- Evaluation of the combat readiness of naval forces.
- Dissemination of evolutions and innovations in naval warfare.

- Detection of deficiency, excess, combat force imbalance, material, logistic support, and/or emphasis of effort.

- Factual basis for war, mobilization, and fiscal plans; national service morale; and proper allocation of the nation's manpower and productive facilities.

- Historical recognition of the U.S. Navy's contribution to the military efforts of this nation.

## OPREP-3 REPORTS

An OPREP-3 report is an incident report that should be submitted by the lowest level command that has knowledge of the event. There are two OPREP-3 reports with which you should be familiar: PINNACLE and NAVY BLUE.

An initial OPREP-3 (PINNACLE series) is normally the first indication to senior authority that an incident has occurred that is of national-level interest. National-level interest is presumed when it is conceivable that the National Command Authority (NCA) and/or the highest levels of government will desire timely knowledge of the incident.

An initial OPREP-3 (NAVY BLUE series) is normally the first indication to provide senior authority that an incident has occurred that is of high interest to the U.S. Navy, but not of interest to the NCA, and is of great concern to the Chief of Naval Operations (CNO) and other senior naval commands. These reports are used to provide immediate notification of incidents of military, political, or press interest that are of high Navy, vice national, interest. They are submitted to provide "as it happens" information on the following types of incidents:

- Instances of misconduct that may be reported by the local news media.
- Significant damage to civilian property resulting from actions of members of the Department of the Navy.
- Acts or attempts to willfully destroy property of the U.S. Navy.
- Bomb threats that are evaluated by the reporting officer as probably valid.
- Disorders or natural disasters of minor significance, if naval assistance is provided or requested.
- Fire, flooding, explosions, collisions, grounding, or other accidents to naval units.

## UNIT SITUATION REPORTS

A unit situation report (SITREP) is used by unit commanding officers, officers-in-charge, or other appropriate commanders to provide specific operational commanders and higher authority with timely notification of any incident not meeting OPREP-3 special reporting criteria. A unit SITREP must be submitted (1) when directed, (2) when considered appropriate by the reporting activity, or (3) when bomb threats have been evaluated as a hoax.

Unit SITREPs should contain the following information, when applicable:

- Status of the situation or the event not requiring OPREP-3 reports.
- Status of the progress of special operations or events.
- Information, as directed, concerning specific events tailored to unique operational requirements.
- Identification of the type of event being reported.
- Brief account of the event being reported. (Use concise statements to furnish specific information: What happened? Who was involved? Where did it happen? When did it happen? Why did it happen? What action is ongoing? What future action is planned?)

Care must be taken to avoid reporting sensitive personal information that might cause unwarranted invasion of the personal privacy of individuals involved in certain types of incidents. These incidents include reports of spouse or child abuse, assault, or rape of a service member or a dependent. In sensitive cases where disclosure of the personal identity of individuals involved might cause embarrassment or inconvenience, their personal identity should be withheld. Generic identification, such as "PO1" or "20-year-old female E-3" should suffice in lieu of names.

## CASUALTY REPORTS

Casualty reports (CASREPs) are used to report significant equipment casualties within the Navy. They support the CNO and the fleet commanders in the management of assigned forces.

A *casualty* is an equipment malfunction or deficiency that cannot be corrected within 48 hours

and that has one or more of the following characteristics:

- It reduces the unit's ability to perform a primary mission.
- It reduces the unit's ability to perform a secondary mission.
- It reduces a training command's ability to perform its mission or a significant segment of its mission.

There are four types of CASREPs, which are submitted by using a combination of two or more messages, depending on the situation:

1. Initial CASREP. Identifies, to an appropriate level of detail, the status of the casualty and parts or assistance requirements.
2. Update CASREP. Contains information similar to that submitted in the initial CASREP and/or submits changes to previously submitted information.
3. Correct CASREP. Is submitted when equipment which has been the subject of a previous CASREP is repaired and is back in operational condition.
4. Cancel CASREP. Is submitted upon commencement of an overhaul or other scheduled availability period when equipment which has been the subject of a previous CASREP is scheduled to be repaired.

Along with the four types of CASREPs, there are four categories associated with each report. The category reflects the urgency or priority of the casualty. Refer to *Operational Reports*, NWP 10-1-10, for guidance on message formats, types of reports, categories, text structure, and classification.

## STATUS OF RESOURCES AND TRAINING SYSTEM REPORTS

Status of resources and training system (SORTS) reports are the principal reports within the U.S. Navy. They provide identification and general status to the NCA, the Joint Chiefs of Staff (JCS), the CNO, the fleet commanders-in-chief (FLTCINCs), and other operational commanders.

SORTS reports are submitted as frequently as necessary for any of the following reasons:

- To maintain an accurate picture of unit status,
- To reflect any additions, changes, or deletions.

- To keep previously submitted status attainment dates from expiring.

- To comply with requests from the NCA, the JCS, the CNO, or the FLTCINCs.

SORTS reports must be submitted as soon as possible, but no later than 4 hours following any addition, change, or deletion to a unit's status. **DO NOT** collect and save data for a later transmission.

When submitting a SORTS report, you should ensure that it contains, as a minimum, the following information, with data labels:

1. Present geographic location (PRGEO)
2. Commanding officer (COMDR)
3. Current activity and employment (ACTIV)
4. Personnel strength (PERSN)

The only status-reporting instructions to be used by units for maintaining SORTS records in the Navy Status of Forces (NSOF) data base are contained in *Status of Resources and Training System*, NWP 10-1-11. Strict compliance is required to ensure accurate and timely updating of the NSOF data base. Additional instructions, limited to FLTCINCs and type commanders (TYCOMs), may amplify but must not be in conflict with or modify the guidance and the format provided in NWP 10-1-11.

### MINE ASSEMBLY TRAINING

From the time you completed your class-A school and reported to your first command, you experienced numerous evolutions involving mine upgrade training and inspections. There are very good reasons for this training.

At any time, you could be called upon to perform the tasks for which you have been trained; therefore, you must be ready to operate under all conditions, including wartime situations. To be able to work under strenuous and sustained operations, you must be capable of performing your duties well. From mine upgrade to movement of weapons to final preparation and deployment, it is everyone's responsibility, including yours, to ensure that the required training is received by all personnel, including your subordinates. This section discusses two aspects of mine assembly training: personnel qualification standards and on-the-job training.

### PERSONNEL QUALIFICATION STANDARDS

The personnel qualification standards (PQS) program is a qualification system for officer and enlisted personnel to perform certain duties. Although this program is not actually designed as a training program, it does provide many training objectives. The PQS for the Mineman rating is found in *Personnel Qualification Standards Underwater Mine Assembly Upgrade*, NAVEDTRA 43318. It is a collection of the minimum knowledge and skills required to qualify you for a specific watchstation, maintain specific equipments, or perform as a team member within a unit. The booklet is formatted in three sections, with the first two sections being used as steps to final qualification sign-off. The format is as follows:

1. 100—Fundamentals. This section identifies basic knowledge required to perform the job properly.
2. 200—Systems. This section covers the functional systems, such as components and subassemblies.
3. 300—Watchstations/Workstations. This section contains the required procedures for performing specific jobs.

You should be qualified as soon as possible to perform specific jobs. It is important that there be a means of keeping track of personnel who need certain PQSs signed off, who is and who is not progressing in the PQS sign-off; and who needs counseling or individual instruction to complete qualification. By using the PQS progress chart, you can easily keep track of each individual assigned within a department.

The PQS progress chart is maintained by individual supervisors and is reviewed weekly by the division officer. The chart should accurately reflect the PQS point system in tracking the trainee's progress and should contain the following information:

1. Command name, division, work center.
2. Trainee's name, rank, and rate.
3. Date the trainee completed command indoctrination.
4. Watchstation, by name and number.
5. Date the trainee commenced on a particular qualification.
6. Anticipated completion date.
7. Trainee's progress.

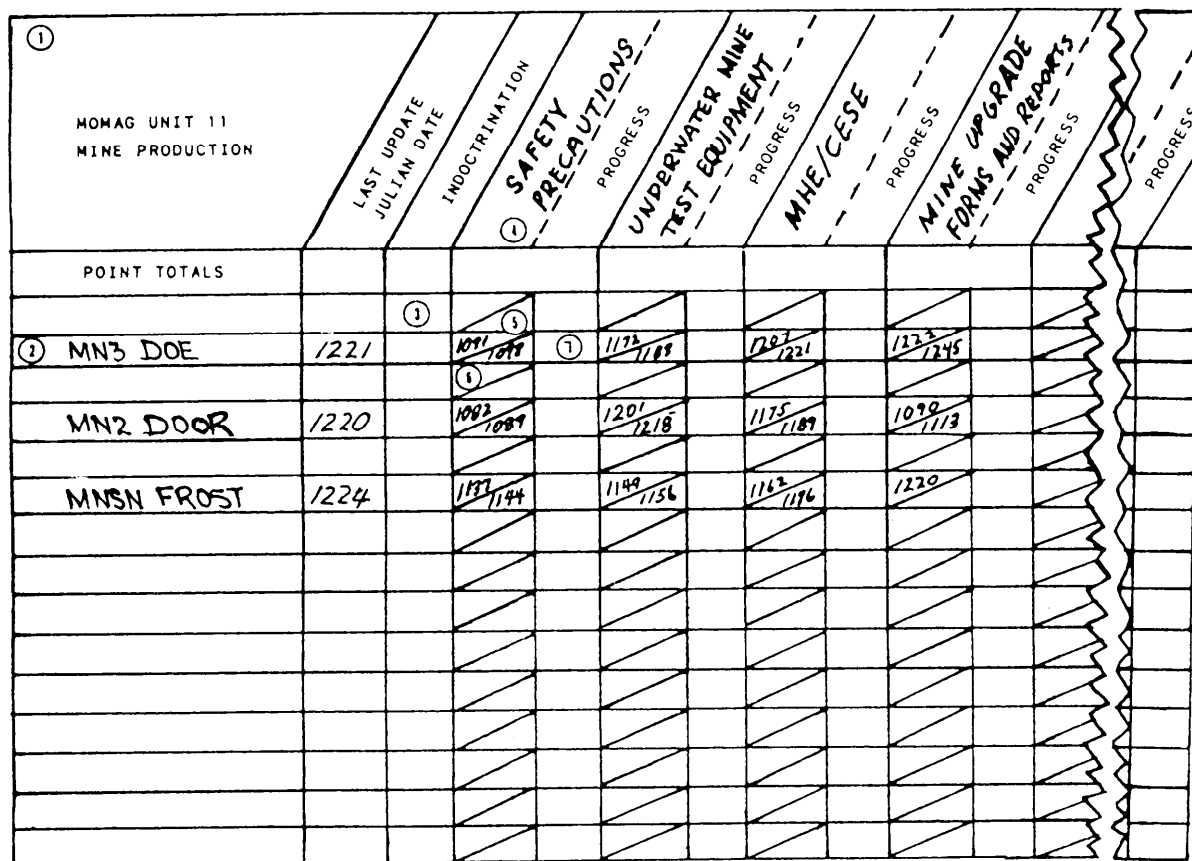
## ON-THE-JOB TRAINING

Although OJT is informal training and documentation is not required, you should keep track of OJT in your own records so that you will be able to follow the progress of your personnel and be able to make good judgments when making job assignments.

# NAVAL COMMAND INSPECTION PROGRAM

the Naval Command Inspection Program (NCIP) is to ensure the readiness, effectiveness, and efficiency of commands and units and to assess the quantity, quality, and management of resources available to perform their assigned missions. The basic requirements and guidelines for command inspections applicable to all activities of the Navy's shore establishment, operating forces, and portions of the Navy Department commanded by the CNO are contained in *Naval Command Inspection Program*, OPNAVINST 5040.7. This instruction establishes the objectives and policies of the program and assigns respective responsibilities. It also provides procedures for the preparation, conduct, reporting, and follow-up of NCIP inspections.

The NCIP's basic concept is that inspections of subordinate commands and units are conducted periodically by the immediate superior in command (ISIC) or the immediate unit commander (IUC). When both administrative and operational commanders are involved, the inspection responsibility is that of the administrative ISIC or IUC.



**Figure 3-1.-PQS progress chart.**

Inspections bring to light incorrect or improper practices or unsatisfactory conditions that cannot be minimized. They should not be considered as fault-finding operations, as they are conducted to point out existing discrepancies and to suggest methods for improving readiness, effectiveness, efficiency, responsiveness, and economy. Commendable conditions and praiseworthy accomplishments should be noted and discussed with appropriate personnel. Innovations of techniques, maintenance procedures, resource utilization, and administrative procedures should also be noted and discussed with appropriate personnel.

This section discusses inspection definitions, mine warfare inspections, and inspection preparations.

## INSPECTION DEFINITIONS

In its broadest sense, the term *inspection* includes not only command inspections but also the efforts of all inspection authorities within the Department of the Navy who periodically evaluate commands. Inspections are subject to general supervision, general guidance, and coordination by the Navy Inspector General (NAVINSGEN). In general, specific appraisal action terms concerning inspections are defined in the following paragraphs.

- **Inspection.** An inspection is a critical, official, and formal examination of a command's personnel and/or material to determine the personnel or material's condition or how effectively it can perform the assigned mission. The examination is imposed by higher authority and is conducted or sanctioned by the chain of command. The results of the examination are reported to higher authority, and a follow-up system is involved to ensure that problem areas have been resolved.

- **Certification.** A certification is an examination of personnel or material to officially endorse the personnel or material as being of the desired quality.

- **Request Assist Visit.** A request assist visit is a critical and official, but informal, examination of personnel or material to determine the condition of the unit and how effectively it can perform the assigned mission. This visit is made at the request of the commanding officer or officer-in-charge. It may be made by organizations inside or outside the chain of command. The results are reported only to the commanding officer or officer-in-charge for internal use. If a senior in the chain of command directs that an assist visit be made and requires a report of the

results, the visit will be considered as an inspection and the authority to conduct the inspection will be requested from the FLTCINC or the ISIC.

- **Audit.** An audit is an examination of records or accounts. It may be part of an inspection or an inspection in itself for NCIP purposes. It should not be confused with an internal audit conducted by the Naval Audit Service.

- **Follow-Up.** A follow-up is the process of ensuring that a command is taking adequate action on an approved recommendation contained in an inspection or audit report.

## MINE WARFARE INSPECTIONS

There are many types of inspections with which you may become involved. They range (1) from personnel inspections to zone inspections conducted by your command, and (2) from administrative inspections to operational readiness inspections conducted by higher authority. Although each type of inspection concerns a command's effectiveness, this section discusses only some of the inspections conducted by the COMINWARCOM and the Commander, Mobile Mine Assembly Groups (COMOMAG), especially mine readiness certification inspections and assist visits.

As outlined in *Inspection Guide for MOMAG Unit and Detachment Command Inspection*, COMOMAG/MOMAGINST 5040.1, COMOMAG command inspections examine a command's ability to accomplish its assigned mission in the following five areas:

1. **General.** Evaluates the mission and functions, tasks, and resources adequacy and management (including personnel, facilities, equipment, supplies, training, and funding); coordination with other commands; effectiveness of plans and current operations; contingency operational plans; and known deficiencies or problem areas.

2. **Administrative.** Determines whether organizational and administrative methods and procedures established by higher authority are being followed. These inspections are directed toward maximum readiness.

3. **Supply.** Determines whether the supply department is effectively carrying out its assigned functions and tasks in accordance with directives established by higher authority.

4. Maintenance and Material. Determines the condition and adequacy of MHE, machinery, and facilities.

5. Items of Special Interest. Determines certain items that are of special interest to the Secretary of the Navy (SECNAV) and the CNO. These items are published as an OPNAVNOTE 5040 by the NAVINSGEN at the beginning of each fiscal year.

In addition to the above inspection areas, a COMOMAG command inspection may check for the following items:

- Adequacy and condition of personnel clothing and equipment.
- Appearance, bearing, and smartness of personnel.
- Assignment of personnel to work areas, watches, and special duties.
- Cleanliness, sanitation, smartness, and appearance of the command.
- Comfort and conveniences of living spaces.
- Dissemination of information within the command.
- General educational facilities for personnel.
- General knowledge of personnel in regard to the command's organization, regulations, orders, and administrative procedures.
- General military training (GMT) and OJT programs.
- Indoctrination of newly reported personnel.
- Proper maintenance of stockpiled weapons and associated equipment and upkeep of maintenance records.
- Proper posting of operating instructions and safety precautions.

#### **Mine Readiness Certification Inspections**

Just as an operational readiness inspection (ORI) evaluates the readiness and capability of a ship to perform its assigned mission under wartime conditions, a mine readiness certification inspection (MRCI) evaluates the capability of a MOMAG activity to assemble mines under the same conditions. Therefore, the COMINEWARCOM is tasked by the CNO to assess and assure mine warfare (MIW) readiness throughout the Navy.

To accomplish this task, the Commander, Mine Warfare Inspection Group (COMINEWARINSGRU), under the direction of the COMINEWARCOM, conducts or assists in conducting MIW certification inspections of all commands or units assigned MIW missions. The inspections are conducted in accordance with the *Mine Warfare Readiness Certification Inspection (MRCI) Program*, OPNAVINST C5040.15. These certification inspections are scheduled and conducted in an operational environment, permitting realistic assessments and evaluations of a command's operational readiness with respect to its mine warfare techniques, procedures, tactics, doctrine, training, and resources management.

MIW inspections for certification are conducted at MOMAG activities at intervals considered appropriate by FLTCINCs, but not exceeding intervals of 24 months. When an inspection team arrives, a letter of instruction (LOI) is presented to the commanding officer or officer-in-charge to prepare specific mines assigned to that activity's stockpile. The activity is then evaluated with respect to its procedures involving the upgrade operations of the designated mines. Upon completion of the assembly aspect of the inspection, a post analysis is conducted on the mines to check the effectiveness of procedures and the operating efficiency.

In addition to evaluating a command's upgrading operations and capabilities, the inspection team also checks the following areas:

- Security
- Facilities
- Training programs
- Personnel, material, and supply management

#### **Assist Visits**

Informal assist visits are conducted by members of COMINEWARINSGRU on an "as-requested" and "as-available" basis. An assist visit will not be scheduled within 60 days of a scheduled MRCI. They may be intraservice or interservice visits. An informal report will be provided to the commanding officer or officer-in-charge of the inspected activity and to the ISIC. Requests for assist visits should be made directly to the COMINEWARINSGRU.

#### **INSPECTION PREPARATIONS**

An inspection should not take your command by surprise. The best preparation for an inspection is to perform daily work assignments and requirements without errors. Preparation for the next inspection actually begins the day the last inspection ends. You are



required to correct any discrepancies noted during an inspection as soon as possible. Some of these discrepancies may be corrected immediately, whereas others may take time because of administrative or logistics situations. In addition, you should review and take into consideration any recommendations submitted by the inspection team, regardless of whether the recommendations are official or unofficial.

When you are preparing for an inspection, check the results from the last inspection. The last inspection report is a logical place to start, not only because it will be checked by the inspecting officer, but also because it points out former weaknesses in the command. Make sure that your command has corrected or acted upon all listed discrepancies from the last report. If any discrepancies have not been corrected, make a note as to the reason why; the inspectors will ask about them.

Other sources of information for the preparation of inspections are the inspection checklists and guides. Although primarily intended for COMOMAG command inspections, COMOMAG/MOMAGINST 5040.1 provides a list of areas that may also be checked during an MIW certification inspection or assist visit. OPNAVINST C5040.15 provides a chart of general areas to be inspected during an MRCI.

As a Mineman, you are considered as the professional source concerning operations involving the assembly, handling, and maintenance of mines and their associated equipments. However, since the Mineman rating involves more than just working with mines, you should contact personnel from other ratings or areas for assistance in preparing for an inspection. For example, a Yeoman may suggest a more efficient way of performing administrative matters, or a Storekeeper may advise you if your basic supply procedures are within the requirements of the Naval Supply Systems Command (NAVSUP-SYSCOM). In addition, you can conduct your own preinspection within the command, as personnel from one division of the command can inspect another division, specific area, or operation.

Remember the following two important factors:

1. DO NOT wait until the last minute to prepare for an inspection. That is usually too late.
2. DO NOT rely on your own self-check in areas for which you are normally responsible. You may be doing a task or a procedure wrong in the first place.

Finally, remember that the most important task of a Mineman is to prepare mines in support of mine warfare operations.

## RECOMMENDED READING LIST

**Note:** Although the following references were current when this TRAMAN was published, their continued currency cannot be assured. Therefore, you need to be sure that you are studying the latest revision.

*Inspection Guide for MOMAG Unit and Detachment Command Inspection*, COMOMAG/MOMAG-INST 5040.1E, Commander, Mobile Mine Assembly Group, Charleston, S.C., 1992.

*Mine Warfare Readiness Certification Inspection (MRCI) Program*, OPNAVINST 5040.15C, Chief of Naval Operations, Washington, D.C., 1987.

*Minefield Planning Folder*, MFPP 00, Commander, Mine Warfare Command, Charleston, S.C., 1992.

*Mining Operations*, NWP 27-4(A), Chief of Naval Operations, Washington, D.C., 1985.

*Naval Command Inspection Program*, OPNAVINST 5040.7K, Chief of Naval Operations, Washington, D.C., 1989.

*Operational Reports*, NWP 10-1-10, Chief of Naval Operations, Washington, D.C., 1987.

*Personnel Qualifications Standards for Underwater Mine Assembly Upgrade*, NAVEDTRA 43318, Naval Education and Training Support Center, Pacific, San Diego, Calif., 1986.

*Reporting of Mine Assembly Capability and Readiness Status*, COMOMAG/MOMAGINST 3501.1D, Mobile Mine Assembly Group, Charleston, S.C., 1990.

*Special Incident Reporting*, OPNAVINST 3100.6F, Chief of Naval Operations, Washington, D.C., 1991.

*Standard Procedures for Initiating and Processing Work Orders*, COMOMAGINST 4850.1A, Commander, Mobile Mine Assembly Group, Charleston, S.C., 1987.

*Standard Production and Processing for Mines*, COMOMAG/MOMAGINST 8550.12C, Commander, Mobile Mine Assembly Group, Charleston, S.C., 1992.

*Status of Resources and Training Systems (SORTS)*, NWP 10-1-11(A), Chief of Naval Operations, Washington, D.C., 1987.

